

**Diocese of Llandaff, Church in Wales**

**Secretary for Diocesan Conference**

**Duties of the Secretary**

The Secretary shall:

(a)    take minutes at the meetings of the Conference and meetings of its Standing Committee;

(b)   ensure that the elections to the Governing Body of the Church in Wales, as set out hereafter, are conducted in accordance with the Constitution of the Church in Wales and the Diocesan Constitution and within one week of such elections return to the Secretaries of the Governing Body the names and addresses of all elected members. Such names shall be sent to the Bishop and also to every Area Dean for distribution to the clergy of the Diocese who shall make these results known in their Ministry Areas

(c)    ensure that elections to the Electoral College, the Diocesan Advisory Committee for the Care of Churches and the Representative Body, as set out hereafter, are conducted in accordance with the Constitution of the Church in Wales and the Diocesan Constitution and subsequently send to the Bishop and also to every Area Dean the names of those elected, for distribution to the clergy of the Diocese, who shall make these results known in their Ministry Areas;

(d)   arrange any other elections as set out hereafter;

(e)    compile and keep up to date a complete list of the clerical and lay members of the Conference;

(f)    fourteen days before a meeting of the Conference send to the Bishop the complete list of all the members. Such list, when signed by the Bishop at least seven days before the Conference meets, shall be conclusive evidence that those named therein and none other are members of the Conference; subject to appeal to the Chancellor;

(g)   send out notice of the annual or ordinary meetings of the Conference at least 14 days beforehand and notice of meetings of the Standing Committee at least 7 days beforehand, together in each case with the minutes of the previous meeting;

(h)   send out notice of special meetings of the Conference at least seven days beforehand and

(i)     be the Secretary of the Standing Committee.